

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB06-43

Date: January 18, 2007
Expiration Date: 6/30/07
69:92:cs:10597

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: ETA 2007 FISCAL CONFERENCES

This information bulletin transmits the U.S. Department of Labor (DOL) Employment and Training Administration's (ETA) announcement of technical assistance and fiscal training conferences planned for 2007. The conferences will provide training on fiscal and administrative issues for state, local area, and discretionary grant staff to increase understanding of the grants management process as it pertains to ETA grants.

The attached "Save the Date" announcement contains information on the dates and locations of the conferences, the Internet link to view the draft agenda and workshop topics, and the link to register for attendance. The DOL Regional Offices encourage interested persons to register as soon as possible.

If you have any questions about this information bulletin, please call April Eales of the Financial Management Unit at (916) 653-9150. If you have any questions about the upcoming conferences, you may call the DOL Region 6 Office in San Francisco at (415) 975-4610.

/S/ BOB HERMSMEIER
Chief
Workforce Services Division

Attachment

Subject Line: **Save-The-Date!!!** – ETA 2007 Fiscal Conferences

The Employment & Training Administration is presenting a series of technical assistance and training conferences in 2007 to fiscal, administrative and program staff of ETA's formula and discretionary grantees.

The primary goal of these conferences is to provide training on fiscal and administrative issues to better inform state, local area and discretionary grant staff of the grants management process as it pertains to ETA grants.

Conference dates and locations are:

January 29 through February 1

Sheraton Midtown Atlanta [13 miles from Hartsfield-Jackson Atlanta Airport]

188 14th St NE
Atlanta, GA 30361
404.892.6000

February 20 through 23

Phoenix Marriot Mesa [12 miles from Phoenix Sky Harbor Airport]

200 North Centennial Way
Mesa, AZ 85201
480.898.8300

April 2 through 5

Westin Chicago North Shore [16 miles from O'Hare Airport]

601 North Milwaukee Avenue
Wheeling, Illinois 60090
847.777.6500

The Regional Offices encourage interested persons to register as soon as possible by visiting www.branchassoc.com/conference. **Space is limited at each of the conference locations.**

Training Sessions include:

- National Update
 - Uniform Administrative Requirements & Financial Management Standards
- [Cost Principles](#) & [Items of Cost](#)
- Disaster Planning & Recovery
- Financial Reporting [SF-269](#)
- WIA Financial Reporting
- [Cost Allocation](#), Cost Pooling & Time Distribution
- Cost Classification, including Administrative Costs
- Procurement & Contracting

- Incident Reporting & Fraud
- Program Basics for Formula & Discretionary Grantees
- Budgeting – Use & Analysis/Tracking
- Discrimination, Complaints & Grievances
- UI Administrative Financing
- Cash Management
- Budgeting – [SF-424](#) Initial and Modifications
- [Audit Requirements](#)
- MOUs & Resource Sharing Agreements
- [Indirect Costs](#) & [Applying for an Indirect Cost Rate](#)
- Facilities, Capital Improvement & Real Property
- Monitoring
- Program Income, Match & Leveraged Resources
- Intellectual Property
- eGrants & [Grants.gov](#)
- [Salary & Bonus Limitations](#)

A draft agenda and description of workshop topics can be viewed at www.doleta.gov/regions/reg02/fiscal.cfm

Questions and comments about the ETA 2007 Financial Forum may be directed to www.branchassoc.com/conference or to the Division of Financial Management and Administrative Services in your Regional Office:

[Region 1 Boston](#) - 617.788.0170

[Region 2 Philadelphia](#) – 215.861.5200

[Region 3 Atlanta](#) – 404.562.2092

[Region 4 Dallas](#) – 214.767.8263

[Region 5 Chicago](#) - 312.596.5400

[Region 6 San Francisco](#) – 415.975.4610